

Historic Preservation Generalist Internship

Historic Preservation

Compensation: \$2,000.00

Application deadline: April 16, 2023

The Mississippi Department of Archives & History seeks a *Historic Preservation Generalist Intern* to support the Historic Preservation division. This intern will assist the Historic Preservation team by researching easements and providing clerical support. Through this program, the intern will improve their research skills, become familiar with technical writing, and gain an understanding of the opportunities available at the State Historic Preservation Office.

Primary Responsibilities:

Locate easements and easement holders

- Use the provided easement list to determine the current owners of the properties with easements.
- Make a list of any missing easements and, if found, any properties that appear to have been destroyed or demolished.

Study technical writing

- Read all the National Register nominations to be presented at the July National Register Review Board meeting.
- Attend the Review Board meeting and write at least 500 words about your experience and what you learned about how nominations are produced.

Synthesize what you learned

- Write at least 250 words about the functions of the State Historic Preservation Office. This text should be written for a general audience and may be used for outreach materials.
- Present a final project report at the Intern Expo in late July.

Requirements:

- Strong organizational skills and attention to detail.
- Excellent oral and written communication skills and willingness to ask questions.
- Creative and analytical thinker.
- Ability to meet deadlines.
- The ability to work both independently and collaboratively.

Time Commitment:

140 hours required. Hours are flexible, Mondays through Fridays, between 8:00 a.m. and 4:00 p.m. The schedule will be determined based on availability and agreements between the intern and MDAH staff. This internship can operate in a hybrid model, with time off-site. A Historic Preservation on-site orientation is required.

How to Apply:

- Please submit an online application through the [MDAH website](https://mdah.ms.gov) by April 16, 2023.
- Email a resume, cover letter, and any additional documentation to mdahinternships@mdah.ms.gov.
 - *Note:* Your application is incomplete without these additional documents.

For more information, please contact the Volunteer and Internships Coordinator, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.